

Office Use: Received _____ Maintenance _____ Jerry _____

LAYOUT FOR THE BANQUET HALL

MUST BE in the Parish Center Office ten (10) days before! St. Joseph Church Fax # 882-5235. Hall Capacity 400.

DATE _____ ACTIVITY _____

CONTACT PERSON _____ PHONE # _____

Remove the 15 Cafeteria Tables: Yes _____ No _____ Set-up: Round Tables # _____ (40 round available) Long Tables # _____

Chairs: # _____ How many at each Table _____ Please Check: TV/VCR Cart _____ Microphone _____ Podium _____

Use of Kitchen: Yes _____ No _____ White Table Covering: Yes _____ No _____

Needed: # _____ Large Plates # _____ Dessert Size # _____ Napkins # _____ Hot Cups # _____ Cold Cups # _____ C. Stirs

_____ Spoons # _____ Forks # _____ Knives # _____ Creamer # _____ Sugar # _____ Salt/Pepper

Other: _____

PLEASE DRAW YOUR LAYOUT IN THE AREA BELOW

